

NRC FORM 114
(5-20)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY HONORABLE REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Criminal History Prog Asst		ANNOUNCEMENT NUMBER 0244002	DATES: OPENING 11/13/01	CLOSING (Close of business) 12/03/01	EXPIRATION (For "Open Unit Filed" vacancies remove posting on this date)	
SERIES 0086	GRADE GG-8	KNOWN PROMOTION POTENTIAL TO GG-9	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION Office of Administration Division of Facilities and Security Personnel Security Branch			NATIONWIDE		BARGAINING UNIT <input type="checkbox"/>	NONBARGAINING UNIT <input checked="" type="checkbox"/>
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/>	FULL-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/>	PERMANENT APPOINTMENT
			<input checked="" type="checkbox"/> OTHER NRC HQ		<input checked="" type="checkbox"/>	INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS Minimal	NAME OF IMMEDIATE SUPERVISOR Cheryl Stone			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF87 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115 VACANCY APPLICATION STATUS NOTICE. (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Performs a wide range of administrative and financial control tasks, clerical processing, and automated data entry and retrieval associated with implementing the Criminal History Check Program (CHP).

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

Specialized experience is experience that has enabled the candidate to perform clerical and administrative tasks requiring a practical knowledge of security objectives, programs, methods, and procedures.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

1. Ability to interpret and apply security regulations to facilitate handling of documents.

(EXAMPLE: Describe specific education, training, and/or experience that required you to have a practical knowledge of security objectives, programs, methods, and procedures. Include specific examples of work assignments such as reviewing and/or handling classified correspondence

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FOR ADDITIONAL INFORMATION CONTACT

Jude Himmelberg

Email: JVVH

Mail Stop: T-2 D32

TELEPHONE

AREA CODE

NUMBER

301

415-6974

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	Region I Personnel Officer	Region II Personnel Officer	Region III Personnel Officer	Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 201 Warrville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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(Continuation)

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ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)
0244002	11/13/01	12/03/01	

RATING FACTORS - CONTINUED

or sensitive material that required you to know and interpret security regulations or other program guidance.)

2. Ability to effectively plan, organize, and prioritize work.

(EXAMPLE: Describe specific education, training, and/or experience that required you to draw upon your planning and organizational skills. Describe how your planning and organizational skills enabled you to more effectively and efficiently complete work assignments in established deadlines. Explain how your planning and organizational skills enabled you to prioritize and successfully accomplish multiple tasks. Describe what factors you consider in setting work priorities.)

3. Ability to use automated systems to accomplish work assignments.

(EXAMPLE: Describe specific education, training, and/or experience that demonstrates your knowledge of and ability to use various automated systems. Describe your experience in maintaining automated tracking systems. What specific software have you used and for what purpose?)

4. Ability to meet and deal effectively with people using tact, logic, and persuasion.

(EXAMPLE: Describe specific education, training, and/or experience that enabled you to acquire human relations and interpersonal skills. Explain how these skills fostered your ability to work effectively with people and enabled you to effectively exchange information, provide advice, or resolve complaints and concerns of persons.)

NOTE: Breadth, recency, and length of experience in the field; training, awards, and commendations; past and current performance; and community or outside professional activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill, or ability of candidates.

Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.